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TO: State Employees
FROM: Alma G. McKinney, Director, Division of Personnel
SUBJECT: New, Improved Merit System Application Process

Effective May 2, 2005, the Division of Personnel will implement the State's electronic application system for many Merit System job classes. I wanted to take the opportunity to provide you with information about our new Electronic Application System, "EASe."

Applying through EASe will be more efficient and will speed up the process for applicants.

In a typical year, the Division of Personnel processes applications from about 25,000 individual applicants, who apply for more than 90,000 jobs to improve their chances of being hired. By applying over the internet, an applicant can be added to registers almost immediately upon completing the application and answering a series of questions which will evaluate the applicant's qualifications.

Written Merit System examinations will continue to be given. The admission notices and results of the exams will be sent by e-mail, which is one of the goals of the system. Eliminating the postal mail will represent a significant cost savings for the state in postage alone. The electronic application requires that applicants have an e-mail address, password, and access to a personal computer. Agency personnel offices will be able to view applications on their computers and correspond with applicants using e-mail.

On May 2nd, the Division of Personnel is rolling out the new electronic application for the job classes with the most applicants. Within the next year, all other job classes will be converted to the new process. Once a job class is converted to the new system, the Division of Personnel will no longer accept paper applications for that job class.

Attached for your information is a summary of some of the changes and points of interest regarding the on-line application. Employees/applicants are urged to visit the Division of Personnel's web page for information about the jobs being converted first, and questions and answers about the electronic application system: www.oa.mo.gov/pers

The Division of Personnel is proud to offer the Merit System application in this new, improved format. I trust that you will find it to be quicker and easier than the paper application process. If you have questions about the Electronic Application System, you may contact your Human Resources Office or the Office of Administration/Division of Personnel.

Thank you.

Attachment

Changes in the Merit System Application Process

Effective May 2, 2005, the Missouri Division of Personnel will be implementing the electronic application process for select Merit System job classes. Here is some information about that process:

- ❖ The conversion to an Electronic Application System, called EASe, will begin May 2, 2005.
- ❖ The new electronic application is easy to complete. In most instances, applicants are added to the register immediately.
- ❖ Only electronic applications will be accepted for merit system job classes that have been converted to the new system.
- ❖ For classes not yet converted, paper applications will be required.
- ❖ The new electronic application will require access to a personal computer with internet access, an e-mail address, a password, and your SSN. The electronic application will be administered over a secure web site.
- ❖ By electronically submitting this official employment application, the applicant certifies that the information contained in the application is accurate and complete.
- ❖ Applicants should closely review the minimum qualifications for the job class for which they are applying.
- ❖ The Division of Personnel and the agencies will be reviewing applications to verify education and employment history, preference claims, and licensure. Information submitted as part of the electronic application that cannot be verified by an agency may result in the applicant's name being removed from the register.
- ❖ If you are currently on a register for a job class being converted to the electronic application system, it is possible that the register may need to be voided. In this case, you will be notified of the process to re-apply using the electronic application.
- ❖ Communications from the Division of Personnel with applicants who apply electronically will be by e-mail; therefore, it is important that the e-mail address be kept current.
- ❖ Communications from state agencies regarding job vacancies may be sent by e-mail or postal mail. It is the responsibility of the applicant to keep their e-mail and postal addresses current in the electronic application system.
- ❖ Once you've completed the on-line application, you may re-enter the electronic application system to make updates to your personal information, education, and work history, and to apply for additional job classes.
- ❖ Applicants have access to view and/or verify their active register status through EASe at any time.
- ❖ More information, including questions and answers about the process, can be found on the Division of Personnel's web page at www.oa.mo.gov/pers or by calling (573)751-4162.